

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 21 April 1987

1. Status of Tasks Assigned by Senior Management:

STAT

2. Major Events That Have Occurred During the Preceding week:

a. Meetings:

NO not yet
A representative from Procurement Management Staff (OL/PMS) met with [] Chief, Logistics and Procurement Law Division, Office of General Counsel, and [] Chief, Commercial Systems and Audit Division, Office of Finance, to discuss the applicability of the new Department of Defense profit policy to Agency contracts. A position paper on this issue was initiated and will be completed in the current week.

STAT
STAT

b. Skills Workshop:

NO
OL/PMS coordinated activities with the various individuals who are scheduled to speak at the Skills Workshop on 22 April. Preparation of materials for the workshop continued.

STAT

d. CONIF Activity:

NO
(1) CONIF input 198 contracts and 117 amendments during the preceding week.

NO
(2) A system edit was accomplished through a new Request for Change (RFC). The Office of Information Technology's TG Programmer was asked to add a new edit value of "a" to the procurement/method field for administrative changes and corrections.

Make sure supply dir stays in the loop.

SUBJECT: OL/PMS Weekly Report for the Week Ending 21 April 1987

e. Training:

NO (1) OL/PMS sponsored an in-house running of the "Defense Cost and Price Analysis Course." Fourteen students attended and completed the course on 10 April.

NO (2) A hard copy and floppy disk of the Procurement Training Manual were forwarded to Printing and Photography Division (OL/P&PD) for final printing. The Design and Presentation Center, P&PD/OL, will assist in the cover design. Due to priorities and a heavy workload, OL/P&PD will not be able to begin the project for several weeks.

NO (3) Data was gathered and submitted to Chief, PMS/OL on potential graduates of the Contract Officer Intern Program. The material will be presented at the Procurement Policy Planning meeting scheduled for 27 April.

NO (4) Certificates of Completion and class pictures were received and distributed to the 20 students who participated in the in-house procurement training course entitled "Management of Defense Acquisition Contracts (Basic)."

NO (5) [] received a copy of the course materials and certification certificate developed by the Department of Energy, Morgantown Energy Technology Center (DOE/METC), for their 3-day Contract Officer Technical Representative (COTR) course. The course concentrates on contract administration aspects and was designed to bring METC COTRs up to par when they join DOE. Course materials, developed by a local consultant, will be of interest to the Agency's in-house efforts. It is anticipated that we shall soon receive copies of various training courses for procurement personnel from DOE headquarters.

STAT

f. Agency Contract Review Board (ACRB):

NO Eight dockets were reviewed by OL/PMS for the ACRB meeting scheduled for 21 April.

3. Upcoming Events:

NO A Senior Contract Officer meeting is scheduled for 24 April.

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: OL/PMS Weekly Report for the Week Ending 21 April 1987

4. Management Activities and Concerns:

Personnel/Training:

(1) Chief, PMS/OL returned from annual leave.

NO (2) Chief, CONIF, PMS/OL, is enrolled in
the Logic and Program Design Course this week.

STAT

ADMINISTRATIVE - INTERNAL USE ONLY